LYNCHBURG REGIONAL AIRPORT COMMISSION MEMBER UPDATE

Monday, August 24, 2009

REPORT

PASSENGER BOARDINGS MORE THAN DOUBLE IN JULY

Passenger traffic continued to increase to near-record levels in July, with passenger boardings more than two and one-half times higher than the same month last year. In all, the airport handled a total of 16,595 passengers last month, the most passengers served for a July since 1994, and the third busiest July on record. Airport-wide load factors, reflecting the effects of vastly lower air fares compared to last year this time, came in a strong 79 percent compared to just 46 percent last July. Year-to-date, Lynchburg Regional Airport passenger traffic is now up 84 percent, with the airport serving a total of 97,004 passengers since January. By comparison, that's more passengers than the airport recorded in 2003 for the entire year. I'll provide more details and results as part of my report at next Monday's Commission meeting.

U.S. DOT SCASDP GRANT SET TO EXPIRE

I have been working diligently with U.S. Department of Transportation (DOT) staff in an effort to secure a one-year extension to our current Small Community Air Service Development Program (SCASDP) grant that expires September 5 of this year. Unfortunately, due to a provision that was included in the DOT's 2008 solicitation order that established the department's policy governing grant extensions, I'm afraid our chances at this point are limited. Essentially, the new policy states that the DOT "will not extend the expiration date of an agreement simply to allow more time for a community to solicit air carriers for new air service... and the Department will grant an extension only when the community can provide strong evidence of a firm commitment on the part of an air carrier to deliver the desired service." I have included this item on the Commission's agenda for further discussion and to answer any questions you may have.

LYH 2009 OPERATING BUDGET DEFICIT LOWEST YET

Amid continued growth in airline-generated revenues, airport staff is now projecting that the airport's general fund subsidy for FY 2009 will be \$295,850, some \$72,000 lower than originally budgeted. That's the first time since the airport became an enterprise fund in 1997 that the airport's operating deficit will be below \$300,000, and represents a 50 percent reduction in the deficit over seven years ago. What's more, the deficit now amounts to just 12 percent of the airport's total operating revenue. If current revenue trends hold, the airport is now expecting to become financially self-sufficient by FY 2013, with a possibility as early as FY 2012.

NEW ARFF BUILDING ABOUT TO BREAK GROUND

We have finally completed and executed the construction contract with Coleman Adams and received FAA approval to issue a notice-to-proceed for construction to begin on the airport's new Aircraft Rescue and Fire Fighting (ARFF) building. The contractor has 10 days to begin work, and a total of 210 calendar days to complete the facility. The total cost for the project,

Commission Member Update August 24, 2009 Page -2-

including construction and all construction administration functions, is \$1,416,767. Approximately \$300,000 of those funds will be in the form of federal discretionary funding. Federal funding represents 95 percent of that total (\$1,345,929), with the remaining 5 percent being provided through state entitlement funds (\$70,838).

HERTZ RENT A CAR SETS ALL-TIME MONTHLY SALES RECORD AT LYH

Hertz Rent A Car recorded its best car rental sales month ever in July with total gross rental sales of \$217,000. That's the first time Hertz has ever exceeded \$200,000 in a single month, and puts them ahead of last year by 29 percent. Combined, all three rental car companies recorded an increase of 3.6 percent over last July.

RUNWAY 4-22 EXTENSION PROJECT CLOSED OUT

While construction work related to the extension of Runway 4-22 has long since been completed, the administrative process to close the project has just recently been accomplished. The following summarizes the final cost and funding breakdown for the project:

Phase I – Environmental Assessment	\$373,054
Phase II – Land Acquisition	\$160,718
Phase III – Design/Engineering	\$512,247
Phase IV – Construction	\$12,829,500
Phase V - Construction (Alternate 2)	\$1,902,452

Total cost for the entire project amounted to \$15.8 million. Particularly noteworthy is that the entire amount was provided through federal, state and Passenger Facility Charge (PFC) funds. No local city funds whatsoever were necessary.

ITEMS FOR THE AGENDA

The agenda item from last meeting to discuss the draft implementation plan for the formation of an independent airport authority is being carried forward after cancellation of the June 29, 2009 Commission meeting. As noted earlier, the airport director's report will include a presentation on current passenger traffic results for the year so far, as well as a briefing on the status of our efforts to gain an extension of the airport's SCASDP grant. In addition, updates on the master plan and FAA grant projects will be included, as well as a report by the deputy director on current FAA initiatives aimed at reducing runway incursions. Lastly, I've also included a general discussion concerning the feasibility and issues surrounding an air show at Lynchburg Regional Airport.

From Wednesday through Friday of this week I will be attending the annual Virginia Aviation Conference in Roanoke, but if you have any questions or comments about the upcoming Commission meeting, feel free to call me on my cell phone at (434) 444-3363.

Respectfully yours,

Mark F. Courtney

Mark F. Courtney, A.A.E. Airport Director

LYNCHBURG REGIONAL AIRPORT COMMISSION Monday, August 31, 2009 4:00 p.m.

AGENDA FOR THE COMMISSION

1. Call to Order

CONSENT AGENDA

- 2. June 8, 2009 Commission Meeting Minutes
- 3. Lynchburg Regional Airport August 2009 Air Service Update
- 4. July 2009 Passenger Traffic Report

Consent Agenda Recommended Action: Receive and File

REGULAR AGENDA

- 5. Report of the Airport Director
 - A. A presentation regarding the airport's current air service levels, airline passenger traffic trends and impact on airport revenues
 - B. A report with regards to the upcoming expiration of the airport's Small Community Air Service Development Program (SCASDP) grant
 - C. An update on the status of the airport's Master Plan Update, construction of a new Aircraft Rescue and Fire Fighting (ARFF) building and purchase of a new ARFF truck.
- 6. Airport Staff Reports
 - A. A report by the deputy airport director with regards to FAA mandates for new airfield markings and other efforts aimed at reducing the potential for runway incursions
- 7. Review and discussion regarding the implementation plan that was distributed at the June 8, 2009 Commission meeting for the transition of Lynchburg Regional Airport from City ownership to an independent airport authority
- Commission discussion concerning the feasibility and possible timing of an air show at Lynchburg Regional Airport at some point in the future
- 9. Miscellaneous business
 - A. Inquiries and/or comments by Commission Members
- 10. Reports of airport businesses
- 11. Hearings of citizens upon Commission matters
- 12. Adjournment

MINUTES OF

THE

LYNCHBURG REGIONAL AIRPORT COMMISSION MEETING

June 8, 2009

4:00 p.m.

PRESENT:

David Laurrell Stewart Hobbs Darren Gale Don Banker David Young Billy Giles Kimball Payne

ABSENT:

Jones Stanley Janice Crawford

STAFF PRESENT:

Mark Courtney, Airport Director Rick Stein, Deputy Airport Director Wes Campbell, Airport Finance Director Jewel Williams, Airport Administrative Supervisor

(1) CALL TO ORDER:

Mr. Don Banker, Chairman, called the meeting to order at 4:00 p.m.

(2) APPROVAL OF JUNE 9, 2009 CONSENT AGENDA

Mr. Banker confirmed that everyone had received the items from the consent agenda; the March 30, 2009 Commission Meeting Minutes, the June 2009 Air Service Update and the April 2009 Passenger Traffic Report and asked if there were any questions or comments regarding the consent agenda items.

Mr. Courtney was pleased to report that total passengers in May were up 105% over last May, despite the fact that we were back down to four daily departures to Charlotte for a period of almost three weeks. We are still on track for running at double-digit rates as far as traffic increases, and that the May load factors for Piedmont were 82% and for ASA Delta Connection 84%. He said we are tracking what we need to be generating as far as loads based on our low fares that we have now. He added, as an aside, that we determined that Delta Connection actually boarded more passengers in May than they have in their 15-year history of this airport.

There being no further questions or comments, Mr. Banker asked for a motion to receive and file. The motion was made, seconded and unanimously accepted by all.

Mr. Courtney recognized and welcomed a representative from the FAA and one from the State. He introduced Mr. Jeff Breeden, our airport planner from the FAA, Airports District Office in Washington, and Mr. Scott Denney from the Department of Aviation, who is our planning representative from the State. Both gentlemen were present as part of the Master Planning process.

(3) An update by Calvin Massie, Campbell County Commissioner of the Revenue, regarding personal property tax collections on aircraft based at Lynchburg Regional Airport

Mr. Calvin Massie investigated and confirmed Mr. Courtney's concerns about the number of planes and/or revenues being reported as being valid, and handed out a chart that he had prepared showing the number of aircraft assessed for the last ten years. He said the general trend seemed to be up. Growth occurred between 1999 and 2003 and then leveled off before taking a drop; however, the 2009 numbers had given him cause for further investigation.

Mr. Massie said that Campbell County adjusted their tax methodology to entice larger type aircraft. He said they are now able to assess aircraft in two different classes, basically based on gross weight.

Mr. Massie had also been provided with a copy of the airport's Annual Based Aircraft Report which is required by the Department of Aviation by Mrs. Jewel Williams.

Mr. Massie stated that there were possibly 40 aircraft whose owners he needed to communicate with to verify the accuracy of the Annual Based Report. Additional assessments may result.

He went on to further discuss the issue. There followed a general discussion.

(4) REPORTS OF AIRPORT STAFF

A. A report by the deputy airport director with regards to: (1) a recently completed airport Pavement Management Study conducted by the Virginia Department of Aviation; and (2) the status of current and pending facility maintenance projects

Mr. Rick Stein gave a presentation regarding the airport Pavement Management Study which the FAA requires as part of our grant assurances associated with the AIP funding we receive to improve and repair pavement. Mr. Stein pointed out that here in Virginia we are very fortunate that the State will pay for this for all of the airports in the State.

Mr. Stein then discussed where the major maintenance projects that are being undertaken right now are the first of such projects being the Falwell roof repairs. Three weeks ago an assessment report was completed by Craddock Cunningham detailing the problems with the roof and the repairs needed. Mr. Stein said he has received three prices and he would be moving forward shortly and getting a purchase order in place. The assessment report also indicated that the HVAC system needs some attention as it is possibly also contributing to the problem of condensation up in the roof. He went on to further discuss the issue.

Mr. Stein stated that he was looking into installing a pedestrian gate at the Falwell hangar so pilots who come in after hours can let themselves out. Mr. Stein also has quotes on painting hangar #8 over at Falwell, and further discussed the painting projects underway. He then reported on numerous other projects that are currently going on at the airport.

Mr. Stein reported that FAA is working on a project to install a new RVR at the airport. He further detailed upcoming projects.

B. An update by the finance manager concerning the status of the airport's current Passenger Facility Charge (PFC) program and current/future collection trends

Mr. Wes Campbell gave a report concerning the airport's current Passenger Facility Charge program. He reviewed the PFC program history on this airport. He said there had been four different PFC programs at Lynchburg Regional Airport and explained these programs. He stated the fourth application which included three projects, authorized us to collect \$1,610,000 and the collection period was estimated originally to be as long as ten years. He said we started collecting on that in the Spring of 2005 and as of this past March we had collected \$930,000 and earned \$23,000 worth of interest on the collected money which counts towards the authorized total. This means we collected \$953,000 and we have spent \$935,000 on projects and have \$18,000 left. Currently, there is about \$656,000 left to collect and we have about 25 more months left in order to achieve the total collection of \$1,610,000. Most of the \$1,610,000 was devoted to the Runway Extension project; in fact, \$1,500,000 was the Runway Extension. He went on to further discuss the issue.

Mr. Campbell said that in looking at the numbers for the current quarter, with our current increase in passenger traffic, it looks like we are going to collect over \$90,000 this quarter which, if that pace continues, may knock that collection period down to about 20 more months. He said the PFC program is fairly cumbersome and takes a good 10 to 12 months to get an application from start to finish so realistically sometime in the next eight or nine months we will probably be looking at starting that process. He said we will be looking at the projects in the Master Plan that are eligible to be funded with PFC revenue and we will put together an application and identify those projects that we would like to continue to collect PFC for and then use that money towards funding part of those projects coming up over the next five to ten years. There followed additional discussion.

C. A report by the administration supervisor regarding the status of the airport's airline terminal advertising program

Mrs. Jewel Williams said Mr. Courtney had asked her to talk about the Terminal Advertising Program. Mrs. Williams stated that ten years ago, in 1999, a total of \$21,411 was billed in terminal advertising. Five years later, in 2004, a total of \$28,547.50 was billed. She pointed out that we will bill well over \$50,000 in the coming year, more than doubling in ten years our terminal advertising revenue.

She reported that in the last ten years we have created several new display areas. She pointed out that displays are easier to sell than ever because our new lower fares, the additional flights and the increased passenger traffic. There followed a general discussion.

Mr. Billy Giles asked if we had tried to get a restaurant. Mrs. Williams replied that a local Chick-Fil-A franchise owner was interested, and had even worked out problems with the business license, but backed out when their corporate office required expensive signage. The local franchise owner was unwilling to make the investment. She further discussed the issue.

(5) REPORT OF THE AIRPORT DIRECTOR

A. A report with regards to the outcome of meetings with airline route planners at the June 3, 2009 Airports Council International Jumpstart program

Mr. Mark Courtney reported that he met with five airlines the previous week as part of the Airport Council International's Jumpstart Program. It was a very subdued environment and there were not as many airlines there this year as there were last year; however, airlines, particularly the majors, are interested in seeing what opportunities may exist and preparing for those opportunities when the time comes. US Airways has concerns that some of their Dash 8 fleet go off lease this summer, leaving them with fewer aircraft. Nevertheless, Mr. Courtney did encourage US Airways to consider possible Philadelphia service offering the Small Community Air Service Grant toward this goal. Additionally,

he suggested the airline consider upgrading one of the overnight aircraft to an RJ, which they will take into consideration.

Mr. Courtney also met with Colgan/Pinnacle but didn't have much to report as a result. Although United would still like to see us in Dulles feeding United mainline, Pinnacle has concerns about equipment availability, among other issues. Additionally, they are somewhat preoccupied on the Colgan side as a result of that Q400 crash up in Buffalo. Mr. Courtney is planning to try to arrange a meeting in Memphis and meet with the Vice President of Marketing and Planning personally and perhaps accompanied by Janice Crawford and Christine Kennedy.

Mr. Courtney also met with AMR/ Republic which operates the new Embraer 170s and 190s (in the 76 and 90 seat range) who are a United Express carrier as well.

B. An update on the status of the airport's Small Community Air Service Development Program (SCASDP) grant and prospects for an extension to its three-year term

Mr. Courtney reported that it does appear encouraging at this point for us to be granted an extension to our SCASDP grant which expires in September 2009. He said those that he spoke with at Jumpstart indicated that DOT has been favorable to granting those extensions which can be justified.

C. An overview of a summary plan for the transition of Lynchburg Regional Airport from City ownership to an independent airport authority for consideration at the Commission's next scheduled meeting

Mr. Courtney handed out a draft implementation plan for transition to an airport authority with an associated time-line schedule that Chairman Banker had requested. This draft plan, which is a summary, will appear on the agenda for discussion at the next commission meeting.

D. A report regarding the status of the airport's 2009 FAA Airport Improvement Program grant award for construction of a new ARFF station at Lynchburg

Mr. Courtney said the airport's 2009 Airport Improvement Program grant award for the ARFF building, was submitted on June 1. Our grant application, totaling \$1,416,000, includes our construction administration phase services and construction inspection services. At last check, FAA was still waiting to have the funds released from DOT. Mr. Courtney stated that the bids we received were valid for 90 days, which is July 15, 2009. He said he had talked with the low bidder, Coleman Adams, and gave them a heads up that as soon as the funds are released we will get it under grant and give a notice-to-proceed, and that he hoped that Coleman Adams could be a little flexible.

(6) A presentation by HNTB, the airport's master plan consulting firm, regarding the proposed Airport Capital Improvement Plan (ACIP), Financial Plan and Airport Layout Plan (ALP) as part of the final tasks involved in the completion of the airport's master plan update

Mr. Will Rhinehardt gave a presentation updating the airport's master plan regarding the ACIP, the Financial Plan and the ALP. He said at this point we have a draft of the ACIP, the Financial Plan and the ALP and the next step is to finalize the whole thing and wrap up the documentation.

Mr. Rhinehardt said at the last meeting he talked briefly about the recommended development plan which highlighted the blueprint for the airport for the first five years, the second five years and the third phase of seven years. He summarized the phases in terms of facility needs and future facility developments. The first phase being the development of the north area for Liberty to get their facility established, followed by Phase II, which is building out the midfield and the third phase which is development of the southern portion. He went on to further detail, discuss and explain the presentation.

He then discussed the Airport Layout Plan which is part of the Master Plan. We are currently updating the ALP, which is the formal document that shows all the phases of development within the twenty years and even beyond. Mr. Courtney pointed out that the FAA and the State will not allow you to build unless it is on your approved ALP.

Mr. Rhinehardt proceeded to discuss the Capital Improvement Plan (ACIP). He explained that part of the Master Plan process is to itemize, project, by project, future development for the next twenty years, with the emphasis being on the first five to ten years. He discussed this issue in detail.

He stated that the key element is how to fund these projects with Federal being the most obvious funding source along with our AIP fund entitlement every year. He further discussed the Financial Plan.

He stated that the major portion of this master plan is GA development, and that GA activity is anticipated to double over the next twenty years. He went on to detail the forecast and the resulting projects. There followed a general discussion.

Mr. Rhinehardt then listed the most significant projects for the upcoming years: 2009 is the ARFF facility, 2010 is the North GA development area including the Liberty development, 2011 is phase one of the Air Traffic Control Tower, 2012 is the second phase of the Control Tower, 2013 consists of the final phase of the Air Traffic Control Tower, the first phase of the rehabilitation of the terminal apron, and construction of the GA hangars. He went on to touch on the next fifteen years. Additional discussion ensued.

He said the next steps are to finalize the ALP and get it approved by the FAA, complete the Master Plan documentation, and then submit both of those and get them approved by the FAA. He estimated that this should all be completed within the next couple of months.

(6) MISCELLANEOUS BUSINESS

A. Inquiries and/or comments by Commission Members

Mr. Banker asked if the were any other inquiries and/or comments by Commission Members. There were none.

(7) REPORTS OF AIRPORT BUSINESSES

Mr. Banker asked if there were any reports of airport business.

Mr. Lampman informed all present that Virginia Aviation had changed their hours and that they are now opening at 4:30 a.m.

Mr. Kyle Falwell said he would just like to thank Mr. Courtney and Mr. Stein for all the work they had done on the roof at Falwell Aviation.

Mr. Courtney stated that WDBJ does market research every year evaluating their market areas and this time they included some questions related to airports. One of the questions asked if the subject was planning to travel by plane for pleasure in the next twelve months. According to their results, 13% in the Roanoke area planned to travel by plane for pleasure, Southside had 19%, New River Valley had 9% and in the Lynchburg area 35% indicated they would be traveling by plane for pleasure in the next 12 months. Mark pointed out that this is an indication that our low fares are resonating well and that we are really getting our message out there through our advertising.

(8) HEARINGS OF CITIZENS UPON COMMISSION MATTERS

Mr. Banker asked if there were any questions or comments of citizens. There were no questions or comments.

(9) <u>ADJOURNMENT</u>

There being no further business, the meeting was adjourned.

Lynchburg Regional Airport Commission Effective August 2009 AIR SERVICE UPDATE

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LYNCHBURG REGIONAL AIRPORT AIR TRAFFIC REPORT FOR JULY 2009

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LYNCHBURG REGIONAL AIRPORT AIR TRAFFIC REPORT FOR JULY 2009

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AIR TRAFFIC REPORT NON-REVENUE PASSENGERS ONLY

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9 2008 Jun-09 Jul-08 08 YTD Jul-09 Jun-09 1,234 28.9% -6.3% -30.8% 65.2% 56.6% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	MONTH	NIVELX	MEAN	van 1		60-inf	Jul-09	09 YTD			
1,234 28.9% -6.3% -30.8% 65.2% 56.6% 574 -10.2% 18.9% -1.2% 34.8% 43.4% 10.0% 10.0% 11.9% 1.2% -21.4% 100.0% 100.0% 11.0%	Jun-09	80		2009	2008	60-unf	Jul-08	08 YTD	Jul-09	Jun-09	Jul-08
1,234 28.9% -6.3% -30.8% 65.2% 50.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.	12.00										Ì
574 -10.2% 18.9% -1.2% 34.8% 43.4% 10.0% 11.9% 1.2% -21.4% 100.0% 100.0% 11.9% 1.2% 1.2% -21.4% 100.0% 100.0% 11.9% 1.2% -21.4% 100.0% 100.0% 100.0%	176	9,		854	1,234	28.9%	-6.3%	-30.8%	65.2%	56.6% 0.0%	0.4%
574 .10.2% 18.9% -1.2% 34.8% 43.4% 10.0% 100.0% 11.9% 1.2% -21.4% 100.0% 100.0% 10	0	0 0							%0.0 %0.0	0.0%	0.0%
574 -10.2% 18.3% -1.2% 34.6% 1.00% 1.00.0% 1.2% 1.2% -21.4% 100.0% 100.0% 10	0						, ,	č	74 007	43 AB/	20 66%
1,808 11.9% 1.2% -21.4% 100.0% 100.0% 10	98 74	4.0		267	574	-10.2%	18.9%	-1.2%	0.0%	%0.0 %0.0	0.0%
1,808 11.9% 1.2% -21.4% 100.0% 106.0% 1									0.0%	0.0%	0.0%
1,808 11.9% 1.2% -21.4% 100.0% 100.0% 1) ·										
1,808 11.9% 1.2% -21.4% 100.0% 100.0%	0 0	n	١		*				700 00.	700 001	100.00
	226 250	20		1,421	1,808	11.9%	1.2%	-21.4%	100.0%	100.0%	100.079

LYNCHBURG REGIONAL AIRPORT AIR TRAFFIC REPORT FOR JULY 2009

AND TRAFFIC REPORT TON-REVENUE PASSENGERS ONLY

			WILLY WORLD STORY CO. T. WILLIAM STORY CO. T. C.								-
						Jul-09	Jul-09	09 Y.I.D			
	1.11-09	lım-09	Jul-08	2009	2008	Jun-09	Jul-08	OR YTD	Jul-09	Jun-09	Jul-08
PARTITION NOW STILL 194 OCT	SCHOOL										
EPLANED NON-ICEVENUE PASSENGENS	exability.	1.4.4	101	797	1 201	-4.9%	-28.3%	-34.2%	62.6%	%0.09	76.7%
USAirways Express - Piedmont	137	† '		3					0.0%	0.0%	%0.0
USAirways Express - PSA	0	O (0						0.0%	0.0%	0.0%
ACA - United Express	0 ;	0 %	 ⊃ g	707	777	-14 6%	41.4%	4.2%	37.4%	40.0%	23.3%
ASA - Delta Connection	82	£ °	9 0	r t	-				0.0%	0.0%	%0.0
Allegheny	0	O "	0 0						0.0%	0.0%	0.0%
Shuttle America	0	0 1	5						0.0%	0.0%	0.0%
Air Midwest	0	0	0		01.	0 09/	13.097	23 20%	%0.001	100.0%	100.0%
Total	219	240	249	1,287	1,6/8	-b.a7e	-12.078	0,5.5			
OTAL NON-REVENUE PASSENGERS	ERS			:		,00	707 71	17 40%	64 0%	58.4%	73.5%
USAirways Express - Piedmont	302	272	367	1,644	2,435	11.0%	-17.770	0,0.30	%0.0	%0.0	0.0%
USAirways Express - PSA	1		1						%0.0	%0.0	0.0%
ACA - United Express		•	•		,	i i	700 00	700-1	36.0%	41 6%	26.5%
ASA - Delta Connection	170	194	132	1,064	1,051	-17.4%	0.0.07	0/2:1	0.0%	0.0%	0.0%
Allegheny	1	1	ŧ						%0.0	0.0%	%0.0
Shuttle America			1						0.0%	%0.0	0.0%
Air Midwest	1	,	-				708 5	22 20/	100 0%	\$0 UU	100.0%
Total	477	466	499	2,708	3,486	1.3%	-5.4%a	-2.2.3/0	87 A CO CO CO		